



Natural Resources Conservation Service  
675 U.S. Courthouse  
801 Broadway  
Nashville, Tennessee 37203

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March 9, 2007

GENERAL MANUAL (GM)  
PER - 360

SUBJECT: PER-ADMINISTRATIVE LEAVE

Purpose: To inform employees that current procedures on Administrative Leave have been updated in the General Manual (GM-360, Amend. 102, May 2003).

Effective Date: Immediately.

Filing Instructions: **Remove Amendment TN36 dated February 1997, page TN415-23(1) & TN415-23(2), and insert Amendment TN46 dated March 2007 and Amendment TN47 dated March 2007.**

KEVIN BROWN  
State Conservationist

Enclosures

DIST: GM



**Subpart A – Excused Absence (Administrative Leave)**

**TN415.2(N)(2)**

**TN415.2(N) Excused Absence.**

- (1) The State Conservationist will establish policy and notification procedures for the granting of administrative leave to state office employees due to hazardous weather conditions.**
- (2) Area Conservationists are responsible for establishing policy and notification procedures for the granting of administrative leave to employees within their respective area due to hazardous weather conditions.**

## **Subpart A – Leave Without Pay**

**TN415.2(L)(3)**

### **TN415.2(L) Leave Without Pay (LWOP).**

- (1) Requests for 5 calendar days or less of Leave Without Pay can be approved by an Area Conservationist or principal staff member.**
- (2) Requests for more than 5 days of Leave Without Pay requires the prior approval of the State Conservationist. A letter of justification must be submitted through administrative channels. Each case will be considered on its individual merits. If for purposes of continuing the employee's education, the request should include type of degree or course work to be pursued, location of educational institution, benefit to the Service, and expected duration of the requested leave.**
- (3) Requests for 30 calendar days or more of Leave Without Pay must be accompanied by an SF-52, Request for Personnel Action, signed by the Area Conservationist or principal staff member as Requestor.**

**TN415.A.12**